

## EXHIBIT 4

### REQUEST FOR MASTER DIVER COURSE

(Use proper letter format.)

From: (Master Diver Candidate)  
To: Commander, Naval Personnel Command (PERS-401DC)  
Via: (1) (Command Master Diver)  
(2) (Commanding Officer)

Subj: REQUEST FOR MASTER DIVING COURSE

Encl: (1) Approved request  
(2) NAVPERS 1070/613, Administrative Remarks entry;  
Qualified Diving Supervisor  
(3) NAVPERS 1070/613, Administrative Remarks entry;  
Qualified Diving Salvage Warfare Specialist  
(4) NAVPERS 1070/613, Administrative Remarks entry;  
obligated service (OBLISERV) agreement  
(5) NAVPERS 1306/7, Enlisted Personnel Action Request  
(6) NAVPERS 1616/26, Evaluation Report and  
Counseling Record (E-1 - E-6); or  
NAVPERS 1616/27 (6-08), Evaluation and Counseling  
Record (E-7 - E-9); or  
NAVPERS 1610/2, Fitness Report and  
Counseling Record (E-7 - O-6) -  
Last 5 years of regular reports.  
(7) Copy of Salvage Officer Course Completion Certificate  
(6) Letter of Recommendation from Command Master Diver

1. I hereby request to be considered for evaluation and selection to Master Diver (NEC 5341). I desire to attend the Master Diver's Qualification Course at the Naval Diving and Salvage Training Center, Panama City, Florida. Enclosures (1) through (6) are included for consideration.

2. Summary of my past diving related duties is as follows:

a. Second Class Diving School (dates)

b. (Command) (dates)

(1) List primary and collateral duties.

(2) List qualifications attained.

c. (Command) (dates)

(1) List primary and collateral duties.

(2) List qualifications attained.

d. First Class Diving School (dates)

e. (Command) (dates)

(1) List primary and collateral duties.

(2) List qualifications attained.

f. (Command) (dates)

(1) List primary and collateral duties.

(2) List qualifications attained.

g. (Command) (dates)

(1) List primary and collateral duties.

(2) List qualifications attained.

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(Signature)